

IRTHLINGBOROUGH TOWN COUNCIL

JOB DESCRIPTION

JOB TITLE: Assistant to the Town Clerk / Funding Officer

PURPOSE OF THE POST

To provide administrative support to the Town Clerk

To deputise for the Town Clerk as required

To seek and apply for Project funding

Be part of a team providing administrative support to the Town Council, its Mayor, Members, residents and visitors

Ensuring, in conjunction with the Town Clerk, the effective implementation of Parish Council policies and decisions.

RESPONSIBLE TO: The Town Clerk

RESPONSIBLE FOR:

- 1 Support to the Town Clerk:-
 - Sourcing and securing funding for Town Council Projects
 - Project Management
 - Progress chasing
 - Maintaining registers and records
 - Event Organisation
 - Dealing with phone calls and correspondence
 - Other tasks as required
- 2 As part of a team, providing administrative support to the Town Council, its Mayor, Councillors, residents and visitors
 - Regular updating of council social media
 - Providing information and assistance to members of the public.
 - In the absence of the Administration Assistant - General office administration including, incoming and outgoing post, production and distribution of minutes, agendas, reports and supporting documentation, general correspondence, filing and maintenance of computer records.
 - Occasional attendance at evening Council and Committee meetings including taking minutes of the meeting and ensuring that appropriate staff are aware of any actions to be carried out

OTHER DUTIES: Undertake any other appropriate duties as determined from time to time by the Town Clerk to achieve the aims and requirements of the Council including covering other posts in times of absence